



## On Deck

A Publication of the U.S Coast Guard Office of Civil Rights, Washington DC 20593 ☎202-372-4500 Fax 202-372-4967, [www.uscg.mil/hq/q-cr](http://www.uscg.mil/hq/q-cr)

January 2007

Volume 2 Number 1

### NUMBERS

60-Number of formal complaints processed in FY06 by U.S. Coast Guard, Up from 51 in FY05.

### PRE-EMPLOYMENT ADVICE

**Illegal Question to Civilian Job Applicant:** To which organizations or groups do you belong? **Legal Request:** Which professional trade groups or other organizations do you consider relevant to your ability to perform this job?

### IN COAST GUARD HISTORY

One of the first non-clerical U.S. government jobs open to women was lighthouse keeper. Women also served in staff positions at the various district and headquarter offices, many of whom were intrepid widows, and some appointed in their own right. True trailblazers, they served their country for many years with distinction during a time when employment for women was extremely limited.

### OFFICE OF CIVIL RIGHTS

Ms. Terri Dickerson, Director  
CAPT Carl Uchytel, Deputy  
Ms. Tina Calvert, Compliance and Liaison  
Ms. Arlene Gonzalez, Policy and Plans  
Vacant, Resource Management/Strategic Planning  
Ms. Francine Blyther, Investigations and Response

Best Practices, Photos to share?  
Send to Civil Rights on Deck, 2100 Second St, SW Suite 2400, Washington DC 20593, ☎202-372-4500 Fax 202-372-4967 or by e-mail, [deborah.i.gant@uscg.mil](mailto:deborah.i.gant@uscg.mil)

### INSIDE COAST GUARD

## CG RELIGIOUS HEADGEAR POLICY CHANGED

In ALCOAST 011/07, of 9 January 2007, the Assistant Commandant for Human Resources published changes to the uniform regulations to include wearing religious headgear under certain conditions. This change aligns the Coast Guard's policy with other military services. Wearing of religious headgear while in uniform is now permissible under certain guidance, in part: It must be black or match the hair color of the wearer, be of a style and size that it can be completely covered by, and not interfere with, the wearing or appearance of any uniform military headgear whether or not the uniform headgear is being worn. It cannot interfere with the proper wear or functioning of protective clothing or equipment, or bear writing, symbols or pictures, including writing or images woven into the fabric. It may not be worn in place of uniform military uniform headgear when such uniform headgear is required according to Coast Guard uniform regulations.

## BLIND AUXILIARIST STANDS THE WATCH



Robert Dittman, (seated), a blind auxiliaryist from San Antonio, Texas completes a role playing exercise with the help of Petty Officer 1st Class Mark Jadofsky, a Leadership and Management School (LAMS) instructor during class in Yeaton Hall.

Dittman, who was born blind, desired to serve the nation. Due to his condition, he is not able to serve in an active or reserve capacity. He has not let that deter him. Dittman joined the service's all-volunteer counterpart and is now the first blind student to ever attend LAMS at the Academy's Leadership and Development Center. He also successfully completed the Coast Guard's Reserve Enlisted Basic Indoctrination in Cape May, N.J. and served temporary duty aboard the Coast Guard cutter DALLAS, homeported in Charleston, S.C.

## MANDATORY NOFEAR TRAINING DUE THIS MONTH

All federal employees must receive training on the Notification and Federal Employee Antidiscrimination and Retaliation Act (NO FEAR) of 2002. Coast Guard employees were to have completed the training by 10 January 2007. Anyone who has not done so should access the module from the online learning portal at <http://learning.uscg.mil>. Select "view the course catalog" on the left, then "DHS mandated training." Three lessons are available; select those which apply to you. Problems accessing the link? Contact [Philip.M.Edwards@uscg.mil](mailto:Philip.M.Edwards@uscg.mil).

*NEXT ISSUE: USCG TO HOST BANQUET AT NAACP IN JULY*

## ***Diversity Advisory Committee Seeking Volunteers***

Active Duty, Reserve, Civilian Employees and Auxiliarists interested in serving as a member of the Commandants Diversity Advisory Council (DAC) are encouraged to submit a request to Commandant (CG-12B). This is your opportunity to help shape and influence matters regarding workplace climate and diversity management issues in today's Coast Guard. Expressions of interest due by 26 January 2007.

## ***Upcoming: Recognize Employees Who Contribute the Equal Opportunity Mission***

*Consistent with Commandant Instruction M5350.4B, the Office of Civil Rights solicits nominations for the Equal Opportunity and civil rights individual awards via ALCOAST. These awards further equal opportunity by recognizing deserving personnel. The 2007 Civil Rights and EO Awards are:*

✿ **JAN 22<sup>nd</sup>**; Department of Defense African American History Month (AAHM) Military Recognition Award presented at the AAHM Forum, Hampton University, Hampton Virginia, February 21, 2007. Nominations due 22 January.

✿ **FEB 19<sup>th</sup>**; Department of Defense 2007 National Women History Month Science Technology Engineering and Math (STEM) Role Model Awards, presented at the STEM Award ceremony at the Women in Military Service for America Memorial, Arlington, Virginia from on Wednesday, March 21, 2007. Nominations due 19 February.

✿ **MAR 16<sup>th</sup>**; National Image, Inc Military Meritorious Service Awards presented at the Military Awards Banquet during the Conference, 15-21 April 2007, Reno, Nevada. Nominations due 16 March.

✿ **MAR 16<sup>th</sup>**; Federal Asian Pacific American Council (FAPAC) Military and Civilian Meritorious Service Awards presented at the FAPAC Military Awards Luncheon and Civilian Awards Banquet during its conference, 29 May -01 June 2007, Washington, DC. Nominations due 16 March.

✿ **MAR 16<sup>th</sup>**; League of United Latin American Citizens (LULAC) Military Service Awards, presented at the LULAC Military Awards Breakfast during its conference, 9-14 July, Chicago, Illinois. Nominations due 16 March.

✿ **MAY**; Women in Federal Law Enforcement (WIFLE) Awards, presented at the WIFLE Banquet, week of 25-28 June, in Rancho Mirage, California. Nominations due in May.

✿ **MAY**; NAACP Roy Wilkins Meritorious Service Award, NAACP Armed Services Veterans Affairs Awards Banquet during its convention, 07-12 July 2007, Detroit, Michigan. Nominations due in May.

✿ **JUN 1<sup>ST</sup>**; Federally Employed Women (FEW) Military Women Service Award presented at the Military Awards Banquet during its conference, 14-21 July 2007, Washington, DC. Nominations due 01 June.

✿ **JUNE 1<sup>ST</sup>**; Blacks in Government (BIG) Military and Civilian Meritorious Service Award presented at the Military and Civilian Awards Reception during its conference, 13-17 August, Nashville, Tennessee. Nominations due 01 June.

## ***Urgent Call for Award Candidates***

**CAREERS & THE DISABLED** magazine invites employers to nominate personnel who have a disability, for their "Employee of the Year" award. In conjunction with its 15th Annual Awards ceremony, the magazine will feature individuals with disabilities who have made a difference in the American work place and showcase each recipient in its annual edition. For information, contact Jim Schneider, (631-421-1352/fax) or e-mail (jschneider@eop.com) before 2 February 2007.

## ***Complaints Corner***



The U.S. Equal Employment Opportunity Commission issued a finding in favor of a Coast Guard employee, based on a case that began in 2004 involving a panel's evaluation of applicants for employment. **What Should Supervisors Do?**

- (1) Prior to convening any panel, selecting officials should consult with their personnel specialists for guidance on procedures for evaluating applicants. They also should provide instructions to panel members so that they are fully briefed on proper procedures.
- (2) Panel members should always practice merit system principles by rating applicants based on their knowledge, skills, and abilities as they relate to the requirements of the job to be filled.
- (3) Panel members should always document rating evaluations and be prepared to justify their ratings.